

Senior
Houseparent





ABOUT RIC

Founded in 1984, Rochester Independent College in Kent is a day and boarding school offering a distinctive alternative to both traditional independent education and the highly selective grammar schools. RIC aims to give students an enjoyable and successful experience of schools in an international, creative and inclusive environment with small classes and high-quality teaching and pastoral care.

OVERVIEW OF THE JOB

To support the assistant principal- boarding and deputy heads of boarding to lead and develop the boarding department. In addition to working as a houseparent, lead the evening shift no more than 3 nights per week.

As a houseparent, participate in the running of the boarding houses in accordance with the National Minimum Standards for Boarding Schools. You will be a supervising adult presence in the boarding house that is committed to ensuring the health and wellbeing of our boarding students and assist them in their daily lives, setting them up for success and supporting their academic achievements.

WORKING HOURS

To be discussed at interview but senior houseparents work 40 hours per week on a rota basis.

When boarders are in residence you will be expected to be available during boarding time, and provide overnight support to students in your house and community. Assistant houseparents work on a rota system, however it should be understood that this is a role that requires complete flexibility around the needs of the students. Houseparents may be required to work at times other than those published in the rota and/or during the school day.

The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).

ACCOMMODATION

Depending on whether the postholder is a residential senior houseparent or live out senior houseparent:

- Residential senior houseparents will be provided with college accommodation which is full board during when boarders are in residence.
- Live out senior houseparents will be given access to a duty room where they can stay whilst on duty. This is also full board when on duty during when boarders are in residence..

When on shift you will live in the accommodation provided for the better performance of your duties. Residential boarding staff must be in residence throughout the academic year.

All boarding staff must be in residence a minimum 48 hours before a term commences in accordance with the planned rota, and in residence no less than 48 hours after the term ends. Ahead of the autumn term, boarding staff are required to work during key weeks in August to prepare the house and support summer recruitment activities. The entire site is a non-smoking area.



REPORTS TO

You will be directly responsible to the assistant principal-boarding.

TRAINING

The senior houseparent will be expected to undertake any relevant training at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

MAIN RESPONSIBILITIES

As a senior member of the Boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

LEADING STAFF

- Work as shift lead on specified nights each week ensuring a good level of staff presence in boarding and being on call overnight in case of emergencies
- Offer support and guidance to Houseparents when on duty to ensure consistent, best practice across all boarding houses
- Work with the leadership team in boarding to develop systems and routines which support the boarders and which are in line with the principles, aims and practice of boarding at RIC
- Work and additional 3 days at the beginning and end of each academic year to support the development of the boarding department

LEADING BOARDERS

- Promote and embody the RIC boarding values and positively support the College in its aims and ethos
- Deliver support on a flexible basis to meet the needs of the business
- Deliver a range of activities and experiences in boarding time, working directly with boarders
- Support the boarding team to ensure the students' boarding experience exceeds their expectations as well as that of parents, agents and other stakeholders and to ensure the successful implementation of procedures in the boarding houses and proactively evaluate and improve standards
- Lead the activities and care of a designated house/community collaboratively with other Houseparents, ensuring fairness and consistency for the children, young people and adults in the community
- To ensure a visible presence in and around the premises of the boarding house and the college grounds at all times when on duty
- Ensure the smooth running of the boarding house generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- Encourage students to attend all meals, boarding registrations, mandatory activities and their classes and academic commitments.
- Work closely with the Senior Boarding Team to ensure that any poor attendance and negative behaviour from a student is challenged and managed
- Act as host for agents, prospective students and their families and other external visitors and to ensure that all visitors are provided with a welcoming reception, comprehensive tour of the boarding and key information relating to the boarding experience.



BOARDING LIFE & ACADEMIC SUCCESS

- Wake every student in the morning for breakfast and morning registration
- Complete Touch Base Check ins and bed checks every day
- Monitor the students' welfare and behaviour and report problems in the residence to the Senior Staff in Boarding
- Report student illness promptly to the Medical team in the morning. If emergency attention is required, use the emergency number or call an Ambulance
- Ensure that boarding is prepared before the start of the academic year and to ensure that it is left in order after the end of the academic year.
- Ensure that students are completing their work and attending Study Hub as required
- Assist students to gain independent living skills to be able to progress successfully to and thrive at their chosen university
- Be aware of the academic strengths and weaknesses of the boarders, liaising with personal tutors where necessary
- Liaise with relevant members of staff concerning students work experience and university applications
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate
- Ensure that students abide by the school timings so that they arrive in time for lessons and are in boarding at room check time, and any other time required

BOARDERS' WELLBEING

- Help with student arrivals, student induction and departures when required, ensuring boarders safety and deliver an exceptional experience
- Arrange regular catch up meetings with the students
- Liaise with personal tutors as requested
- Accompany students to meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner
- Maintain a presence in the boarding whenever required, in conjunction with other team members, to maintain security and prevent the entry of unauthorised personnel
- Prioritise the safeguarding, welfare, health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy
- Deal with emergencies in line with college policies, including escorting students to hospital
- Know the boarding students well and monitor their development – academic, social and personal welfare
- Liaise with relevant members of staff, including college staff and out of hours safeguarding contacts, regarding academic and pastoral welfare
- Develop awareness of general health, hygiene, eating and sleeping natures of students and keep the Head of Boarding informed of any concerns
- Monitor and support any student who has expressed concerns or has been raised as a cause for concern and take the appropriate action
- Ensure that policy and procedures are understood and followed regarding the care of unwell students

BOARDING ADMINISTRATION

- Assist the domestic team with maintaining the general cleanliness and tidiness in the boarding house and complete and record room checks



- Report any maintenance issues through the college system
- Ensure bed checks and curfew times are kept; filling in associated paperwork and online reports as requested and report issues of lateness
- Attend termly induction and regular staff meetings
- Ensure that rules are followed, in accordance with the student and boarding handbooks, notices and student induction and to act appropriately, recording the misdemeanour and action taken.
- Ensure student leave permission is sought, completed and authorised if deemed acceptable, keeping detailed records pertaining to trips and visits and permission to stay away with guardians or parents.
- Support the completion and monitoring of 'handover' logs, discipline, medication, sanctions and other centralised records.
- Maintain detailed records of all communications/contacts with parents and guardians.
- Take part in appraisals and probationary meetings as required.
- Monitor guests to the boarding for both students and staff, to ensure compliance with boarding regulations.
- Participate in regular meetings with the pastoral and boarding team.
- Support, plan and deliver a full and varied programme of extra-curricular activities within the boarding houses.
- As a Houseparent attending all key college events where the boarding students are present, for example the boarding student induction event, boarding Christmas party, the college production, the student prom and parents' evenings.
- Other duties will include registration, distribution of keys, room checks, laundry checks, monitoring evening snacks, room clearance and maintenance checks prior to and after student arrival and departure and assisting with student arrivals and departures.
- Contribute to the compilation and updating of boarding handbooks/literature for students and staff.

As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the college and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal or Head of Boarding to undertake work not specified in this job description
- To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College

You will maintain standards of ethics and behaviour in and out of college. In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the right of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Develop and maintain a full understanding of current child protection procedures



PERSON SPECIFICATION

- Educated to at least first degree level
- A minimum of 3 year's experience in a boarding environment
- To have a working knowledge of the national and local inspectorate requirements including NMS and ISSR and any other relevant legislation.
- Experience of coordinating activities with a boarding environment and BSA qualifications an advantage .
- Being adaptable and showing good judgement, especially at critical moments.
- Possessing an even temper and a good sense of humour.
- Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team.
- Possessing excellent organisational skills and demonstrating attention to detail.
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained.
- Develop good working relationships with colleagues, sharing knowledge and best practice.
- The ability to calmly manage difficult situations if they should arise.
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Represents Rochester Independent College professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers

STATEMENT OF BOARDING PRINCIPLES

Our aim in the boarding is that all students are well supported to live in an international environment where the informality of a College is combined with supervision appropriate to the age of the students.

We understand that our boarding students are often far away from home and our aim is to ensure that they:

- Live and learn in a safe and secure environment
- Thrive in a caring atmosphere
- Have clean and comfortable accommodation
- Are well fed
- Are able to talk to a member of staff or an independent contact about any issue or concern
- Receive as much attention as they need
- Are happy and well looked after
- Have the opportunity to express their wishes
- Are respected

OUR BOARDING VALUES

- Community and connection
- Kindness and consideration
- Honesty and bravery



SALARY & REWARD PACKAGE

- £30,900 per annum
- Annual holiday entitlement: 9 weeks (45 days) to be taken in the following pattern: 2 weeks at Christmas, 1 week at Easter, 5 weeks in Summer and a long weekend at each half term
- year round accommodation, full board during term time
- free access to 24/7 Employee Assistance Programme
- auto enrolment into the SMART pension scheme
- once a year nominate a RIC day to use as you wish
- college community social events and including theatre trips, quiz nights and parties
- private healthcare
- income protection after 24 months' service
- access to company Cycle to Work scheme

FURTHER INFORMATION

Safer Recruitment:

Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Section 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Being You @ RIC:

Our students come from a diverse range of backgrounds and cultures and so do we. We want our staff to find a home at RIC and aim to give them the freedom to be themselves at work. We want our community to be an inclusive one where there are meaningful levels of representation across all parts of the College. A commitment to inclusivity is at the heart of RIC's Project 2025 development planning. All qualified applicants will receive consideration for employment at RIC.

Other Information:

In order to facilitate your application the following information is included alongside this Job Description:

- Staff Application Form

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

The college reserves the right to interview and appoint a suitable candidate before the closing date of the advertised post.



Application Process:

Applications must be made using the Rochester Independent College application form, which is available with this job description.

Completed applications must be sent to Caroline Dutton, HR & Compliance Director; caroline.dutton@rochester-college.org.uk or by post to:

Caroline Dutton
Director of HR and Compliance
Rochester Independent College
37 Star Hill
Rochester
Kent
ME1 1XF